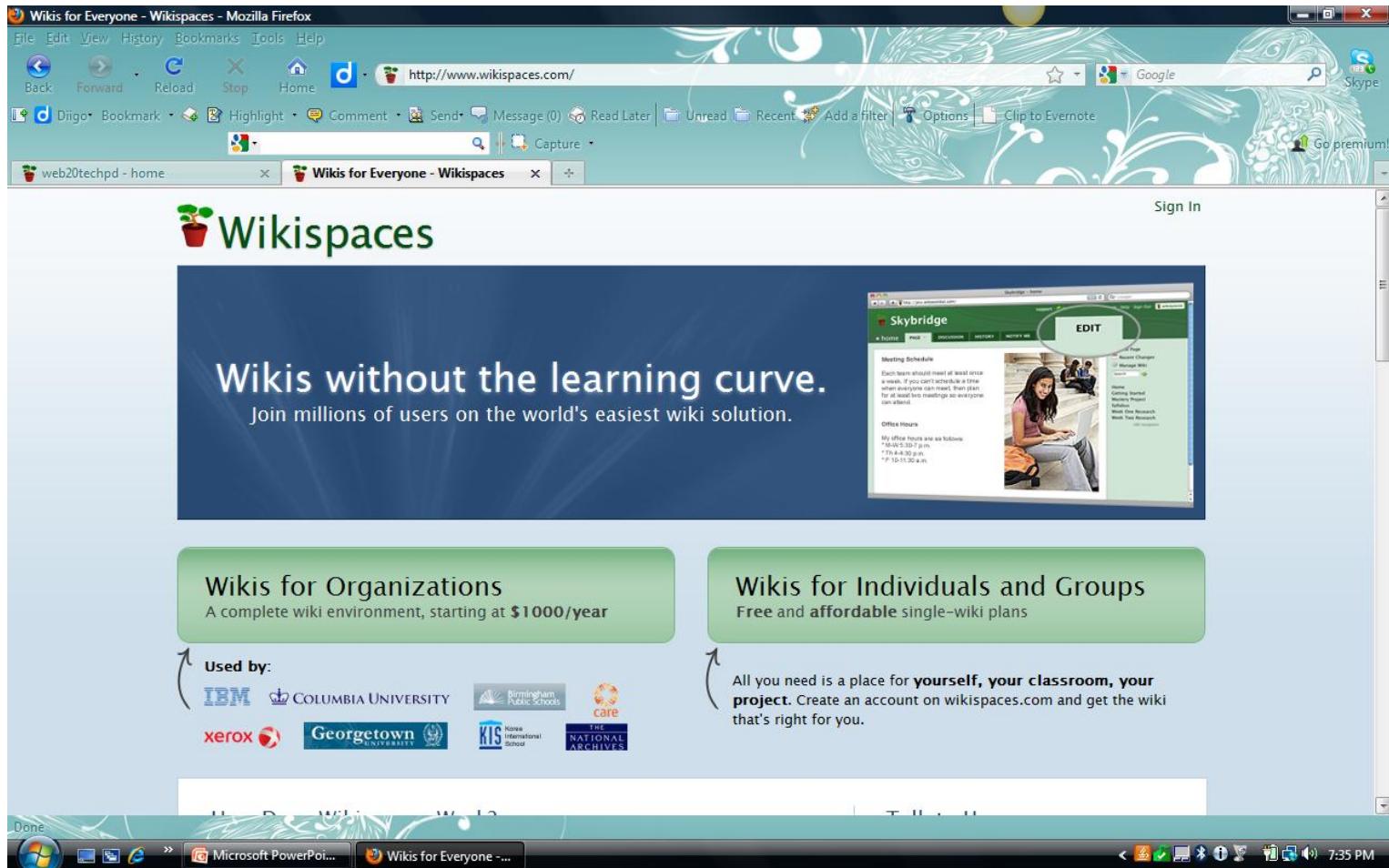


# Wiki: Wikispaces for K12



Donna Baratta

# <http://www.wikispaces.com>



# Create your wikispaces account

Wikis for Everyone - Wikispaces - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Back Forward Reload Stop Home d http://www.wikispaces.com/ ☆ Google

Diigo Bookmark Highlight Comment Send Message (0) Read Later Unread Recent Add a filter Options Clip to Evernote

web20techpd - home Wikis for Everyone - Wikispaces

And that's why we back that product with real customer support from real, honest-to-goodness human beings. Whenever you have a question or run into a problem, send us an email at [help@wikispaces.com](mailto:help@wikispaces.com) or give us a call at (866) WIKI-WIKI. We're here to help!

### Unlimited Wikis

Wikispaces Private Label is designed to grow with your needs. There is no limit to the number of wikis you can create in your site, no limit to the number of pages, edits and saved revisions each of those wikis can have, and no limit to the number of files you can upload. And we offer unlimited-user pricing for K-12 and Higher Education sites.

### Branding

You, your work, and your organization are what matters. Not the Wikispaces logo. With a little CSS and HTML, you can modify the look and feel of your site and any or all of the wikis in it, so that people never feel like they've landed on another planet when they're working on their wikis.

### User Management

When you start a Private Label site, you get to build your own private database of users — or even pull in your existing usernames and passwords with Single Sign-On. And it's easy to see what your users are doing and how much activity you're getting through your Site Administration dashboard.

away with a **free Basic wiki** — or upgrade for extra features, starting at \$50/year. **Get your wiki right now.**

### K-12 Classroom Wikis

If your wiki will be used exclusively for **K-12 education**, you probably came here looking for a wiki on our K-12 Plus plan. These wikis are **free** and **ad-free**, and you can make them **private** for extra security for your students. Classroom wikis also come with a User Creator tool that lets you **open student accounts in bulk** — without student email addresses. **Create a free classroom wiki.**

Click the link to create a free classroom wiki.

About · Blog · Pricing · Privacy · Terms · Support · Wikis for Organizations · Wikis for Individuals and Groups

Copyright 2010 Tanqient LLC

Done

Microsoft PowerPoi... Wikis for Everyone - ...

7:36 PM

# Complete the form for a free wiki

The wiki name cannot contain capital letters. It can contain lower case letters and numbers.

Select the private free for educators account.

Check the box indicating educational use.

The screenshot shows the 'Create Your Free K-12 Wiki' form on the Wikispaces website. The browser tab is 'Wikispaces - For Educators'. The page has a teal header and a light blue background. A banner at the top says 'We've given away 388451 free wikis!' and 'We're giving away the Plus wiki features that normally cost \$50/year. No fine print, no usage limits, no advertising, no catches.'

The form is titled 'Create Your Free K-12 Wiki' and contains the following fields and options:

- Username:** A text input field.
- Password:** A text input field.
- Email Address:** A text input field with a note: 'We will not spam or share your email address.'
- Make a Wiki?:** Radio buttons for 'Yes' (selected) and 'No'. A note says 'Create a wiki now or after you join.'
- Wiki Name:** A text input field circled in red. A note below it says 'Choose a name between 3 and 32 characters long.'
- Wiki Permissions:** Radio buttons for 'Public (free)' (selected), 'Protected (free)', and 'Private (free for educators otherwise \$5/month)'. The 'Private' option is circled in red. Descriptions for each are provided.
- Educational Use:** A checkbox labeled 'I certify this wiki will be used for K-12 education.' which is checked and circled in red. A note below it says 'We may contact you via email to verify use.'

A 'Join' button is at the bottom right of the form.

On the right side of the page, there are several links and icons:

- Collaborate with Ease:** Post text, images, files, and more on your wiki.
- Create Student Accounts:** Our easy three step process doesn't require email addresses!
- Set Privacy:** Ensure that only your members can access your wiki's content.
- Embed Media:** Include video, audio, RSS, and anything else you can imagine!
- Customize Your Look:** Select from a variety of wiki themes, pick your own colors and logo.

At the bottom right, there is a section 'Looking for More?' with links to 'Unlimited Wikis', 'Unlimited Storage', 'Site-Wide Administration', 'Privacy & Security', and a 'Learn More about Private Label' link.

# Now what? What's a wiki for?



# Wikis for Teaching and Learning:

- Use the wiki in its traditional format as a collaborative workspace.
- Create a wiki where collaboration takes place with others around the corner or around the globe!
- Develop a collaborative workspace for sharing ideas with colleagues and experts.
- Create a space where students are creators of knowledge as they develop writing skills, study groups, experiment logs, glossaries, learning centers, and more!



# Wikis for Communication:

- Use the wiki to communicate with parents and caregivers. Share student work, information, resources, photos, and video (as your district policy permits).





# Wikis for Personal Productivity:

- A workspace that is accessible 24/7. Store lesson plans, Internet resource lists, videos, slideshows, and documents in this easily accessible storage space.





# Anatomy of a wiki

Your Title

Home page  
(First page)

Clicking on the edit  
tab enables you to  
edit each page.



Navigation: the list  
grows as you add pages

# Create a new page

Click this link to create a new page (This link will work from any page).

Give your new page a name that wiki users will see.

Each page has it's own URL.

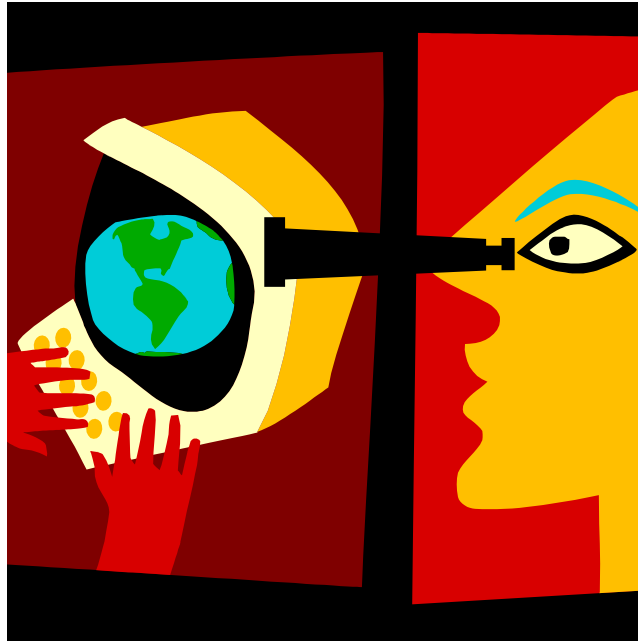
The screenshot shows the Wikispaces 'Make a New Page' interface. The left sidebar contains a navigation menu with links: Home, LaBanca's Levels of Technology, Integration Schema, Module 1, Module 10, Module 11, Module 12, Module 2, Module 3, Module 4, Module 5, Module 6, Module 7, Module 8, Module 9, Nuts and Bolts- Course Details, and Photo Gallery. The main content area has a green header with 'web20techpd' and a 'Make a New Page' button. Below the header, there are three input fields: 'Page Name', 'Add Tags', and 'New Page URL' (which is pre-filled with 'http://web20techpd.wikispaces.com/'). At the bottom right, there are 'Create' and 'Cancel' buttons. Annotations with arrows point to these elements: a red circle around the 'New Page' link in the sidebar; the 'Page Name' input field; the 'Add Tags' input field; the 'New Page URL' field; and the 'Create' button.

Every time you create a new page, it is added to the navigation.

Tags are keyword that can be used to search your wiki. Type in keywords and hit enter after each addition.

Click create to create the page.

- Wikispaces help provides excellent directions and screen shots.



# Begin Editing

web20techpd - Test Page Wikispaces - For Educators

Home > [Editing Your Home Page](#) Turn Off "Getting Started" Help Sign Out wikispaces

## Getting Started With Your Wiki

### Begin Editing

For those of you who like to get your feet wet right away, we start with showing you how to edit a page. Feel free to jump in, play around, and then come back for the rest of this tutorial. The other Getting Started topics will be here waiting for you when new questions arise.

To begin, click "Edit This Page."

**home** Edit This Page page discussion history notify me

**Welcome to the your-space-name space**

**Getting Started**  
To get started, click on the 'edit' link above to add content to this page. You and other contributors can also comment on pages 'discussion' link at the top of every page.

**About This Space**  
Your space is currently **private**. It can only be seen and edited by space members. As the space organizer, you may change your [settings](#), [look and feel](#) or [permissions and members](#). You can also change your [subscription options](#).

**Need Help?**  
For more information on how to use Wikispaces, see our [help section](#).

**Contact Us**  
If you need help, please contact us at [help@wikispaces.com](mailto:help@wikispaces.com).

EDIT

Screenshots: <http://www.wikispaces.com>

# Basic Formatting

The screenshot displays the Wikispaces interface. On the left is a sidebar with a 'web20tec' logo and a navigation menu including 'New Page', 'Recent Changes', 'Manage Wiki', and a search bar. Below this is a list of modules. The main content area is titled 'Getting Started With Your Wiki' and contains a section '2. Basic Formatting'. The text in this section explains the visual page editor's capabilities. To the right of the text is an embedded image of the Wikispaces editor toolbar, which includes buttons for bold, italic, underline, and various heading levels. A red arrow points to the 'Welcome' text in the editor. The right sidebar contains links for 'Help', 'Sign Out', and a 'wikispaces' logo, along with an 'EDIT' button.

Home > [Editing Your Home Page](#) [Turn Off "Getting Started"](#) Help · Sign Out · wikispaces

## Getting Started With Your Wiki

### 2. Basic Formatting

Our visual page editor is as easy to use as a word processor. It lets you format your text, insert images and files, and link to other pages using a simple toolbar. To change the format of your text, simply highlight the text you would like to change, and click on the desired formatting button in the toolbar. You can format text in bold, italics, underline, various headings, and numbered and unnumbered bullets. You can also add a horizontal line break.

**Toolbar:** Home Page, Heading 1, Heading 2, Heading 3, Normal, Code, Text Editor, Preview, Floating Toolbar

Optional: a note about this edit for the page history log

Optional: tags for this page, separated by commas

Screenshots: <http://www.wikispaces.com>

# Linking

The screenshot displays the Wikispaces interface. On the left is a sidebar with navigation links: 'New Page', 'Recent Changes', 'Manage Wiki', and a 'Search' box. Below these are links to 'Home', 'LaBanca's Levels of Technology', 'Integration Schema', and a list of modules (Module 1, Module 10, Module 11, Module 12, Module 2, Module 3, Module 4). The main content area is titled 'Getting Started With Your Wiki' and includes a sub-section '3. Linking'. The text in this section explains how to create links by highlighting text and clicking the 'earth icon' in the toolbar, or by using the 'broken link earth icon' to remove a link. An inset window shows the 'Add Link' dialog box, which has fields for 'Link Text' (set to 'Working Group 1'), 'Wiki Link' (with 'Space' set to 'your-space-name' and 'Page Name' set to 'New Page...'), and 'New Page Name' (set to 'Working Group 1'). There are also fields for 'External Link' (Address) and 'Optional: a note about this link' and 'Optional: tags for this page'. Red arrows point from the text in the '3. Linking' section to the 'earth icon' in the toolbar and the 'Add Link' dialog box.

Home > [Editing Your Home Page](#) [Turn Off "Getting Started"](#) Help · Sign Out · wikispaces

## Getting Started With Your Wiki

### 3. Linking

When you create a new page in your wiki, you'll want to create a link to that page. You can create links by highlighting the text you wish to link and clicking the earth icon in the toolbar. You can link pages within your wiki or to locations outside of your wiki. To remove a link in the visual editor, put the cursor on the link, or highlight the link, and hit the broken link earth icon.

**Add Link**

Link Text: Working Group 1

☒ Wiki Link

Space: your-space-name

Page Name: New Page...

New Page Name: Working Group 1

[Link to anchor?](#)

☐ External Link

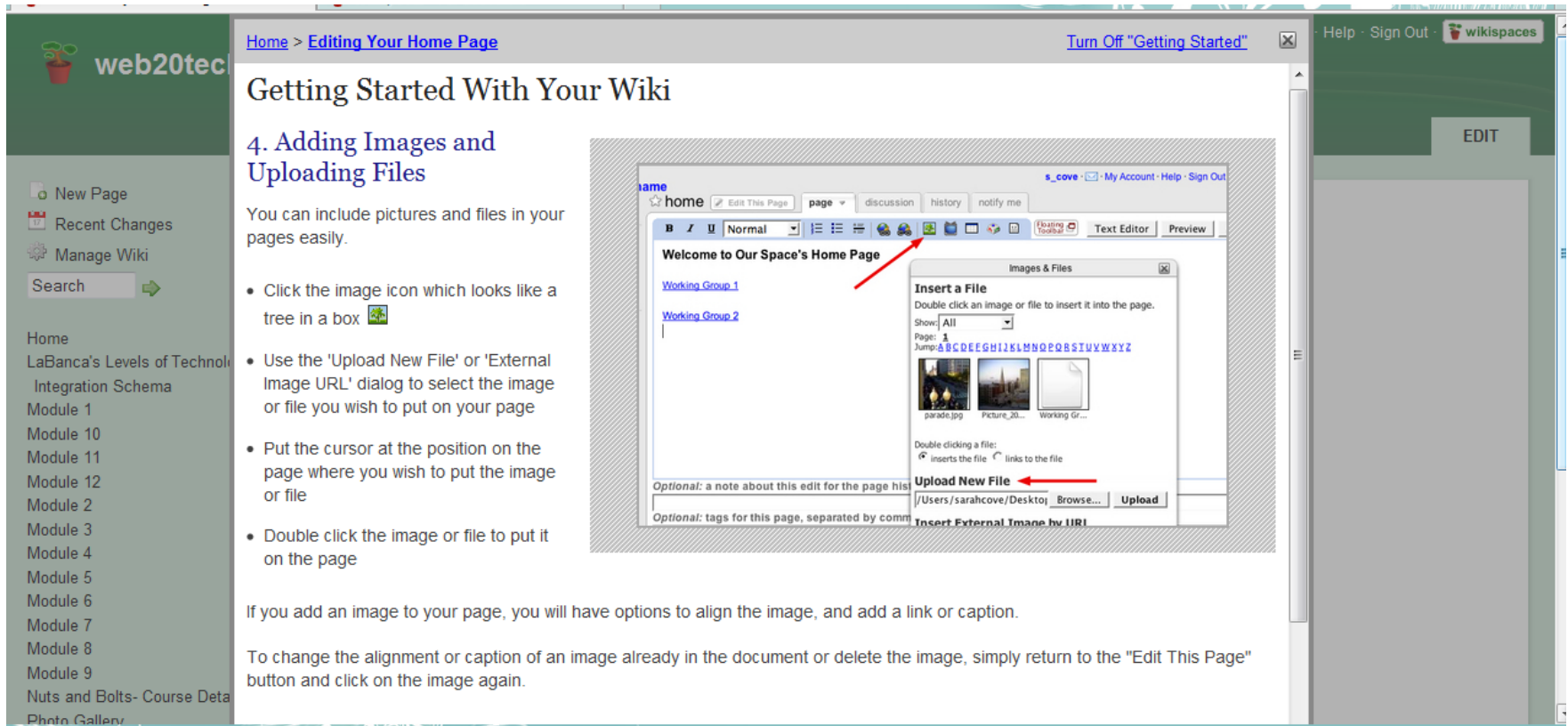
Address: http://

Optional: a note about this link

Optional: tags for this page

Screenshots: <http://www.wikispaces.com>

# Adding Images & Uploading Files



web20tec

Home > [Editing Your Home Page](#) [Turn Off "Getting Started"](#) Help · Sign Out · wikispaces

## Getting Started With Your Wiki

### 4. Adding Images and Uploading Files

You can include pictures and files in your pages easily.

- Click the image icon which looks like a tree in a box
- Use the 'Upload New File' or 'External Image URL' dialog to select the image or file you wish to put on your page
- Put the cursor at the position on the page where you wish to put the image or file
- Double click the image or file to put it on the page

If you add an image to your page, you will have options to align the image, and add a link or caption.

To change the alignment or caption of an image already in the document or delete the image, simply return to the "Edit This Page" button and click on the image again.

Home  
LaBanca's Levels of Technology Integration Schema  
Module 1  
Module 10  
Module 11  
Module 12  
Module 2  
Module 3  
Module 4  
Module 5  
Module 6  
Module 7  
Module 8  
Module 9  
Nuts and Bolts- Course Details  
Photo Gallery

home Edit This Page page discussion history notify me

Welcome to Our Space's Home Page

Working Group 1  
Working Group 2

Insert a File

Double click an image or file to insert it into the page.

Show: All  
Page: 1  
Jump: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Double clicking a file:  
☒ inserts the file ☐ links to the file

Optional: a note about this edit for the page history  
Optional: tags for this page, separated by commas

Upload New File

Insert External Image by URL

Screenshots: <http://www.wikispaces.com>




# You may also add widgets & html

The screenshot displays the Wikispaces 'Getting Started With Your Wiki' page. The left sidebar contains navigation links: 'New Page', 'Recent Changes', 'Manage Wiki', and a 'Search' box. Below these are links to 'Home', 'LaBanca's Levels of Technology Integration Schema', and a list of modules (Module 1, Module 10, Module 11, Module 12, Module 2, Module 3, Module 4). The main content area is titled 'Getting Started With Your Wiki' and includes a section '5. Widgets and HTML'. The text in this section explains that users can embed widgets like video, audio, calendars, or other HTML. It mentions a toolbar button that looks like a television and instructs users to click it to select a widget or paste HTML. An inset image shows the 'Widgets' selection window, which lists various widget types: Video, Audio, Calendar, Spreadsheet, Document, Polls, RSS Feed, Chat and IM, Slideshow, Map, Bookmark, and Other HTML. The 'Calendar' option is highlighted, and a sub-window shows options for 'Google Calendar BETA' and 'AirSet'.

Home > [Editing Your Home Page](#) [Turn Off "Getting Started"](#) Help · Sign Out · [wikispaces](#)

## Getting Started With Your Wiki

### 5. Widgets and HTML

You can embed widgets like video, audio, calendars, or any other HTML in your page. When editing any Wikispaces page, you'll see a button on the toolbar that looks like a television . Click it, and select the widget you want or paste the HTML from any embeddable web service in the box.

Optional: a note about this edit for the page

Optional: tags for this page, separated by c

name home Edit This Page page discussion history notify me s\_cove My Account Help Sign Out

Welcome to Our Space's Home Page

[Working Group 1](#)

[Working Group 2](#)

Widgets

Choose the type of calendar you would like to embed

Google Calendar BETA

AirSet

Video

Audio

Calendar

Spreadsheet

Document

Polls

RSS Feed

Chat and IM

Slideshow

Map

Bookmark

Other HTML

Screenshots: <http://www.wikispaces.com>

# Adding Tables


The screenshot shows the Wikispaces interface. On the left is a sidebar with links like 'New Page', 'Recent Changes', and 'Manage Wiki'. The main content area is titled 'Getting Started With Your Wiki' and contains a section '6. Adding Tables'. This section explains how to create tables using a toolbar icon and an 'Insert Table' dialog box. The dialog box is shown as an inset, with a red arrow pointing to the table icon in the main page's toolbar. The dialog box has fields for 'Rows' (set to 2) and 'Columns' (set to 2), and 'OK' and 'Cancel' buttons. The page also includes a top navigation bar with links like 'Home > Editing Your Home Page' and 'Turn Off "Getting Started"', and a right sidebar with 'Help', 'Sign Out', and 'wikispaces'.

web20tec

Home > [Editing Your Home Page](#) [Turn Off "Getting Started"](#) Help · Sign Out · wikispaces

## Getting Started With Your Wiki

### 6. Adding Tables

You can create tables by clicking on the table image  in the toolbar. After you specify the number of rows and columns for your table, click "Ok."

If you would like to add or remove rows or columns after you have created your column, click on a cell in the table. On two edges of that cell, two arrows on either side of a circle will appear. The arrows will add a row or column to the adjacent cells they point to. The circle with an "x" through it will delete the current row or column your cursor is in.

name home Edit This Page page discussion history notify me s\_cove · My Account · Help · Sign Out

Welcome to Our Space's Home Page

[Working Group 1](#)

[Working Group 2](#)

Insert Table

Rows: 2 Columns: 2 OK Cancel

Optional: a note about this edit for the page history log

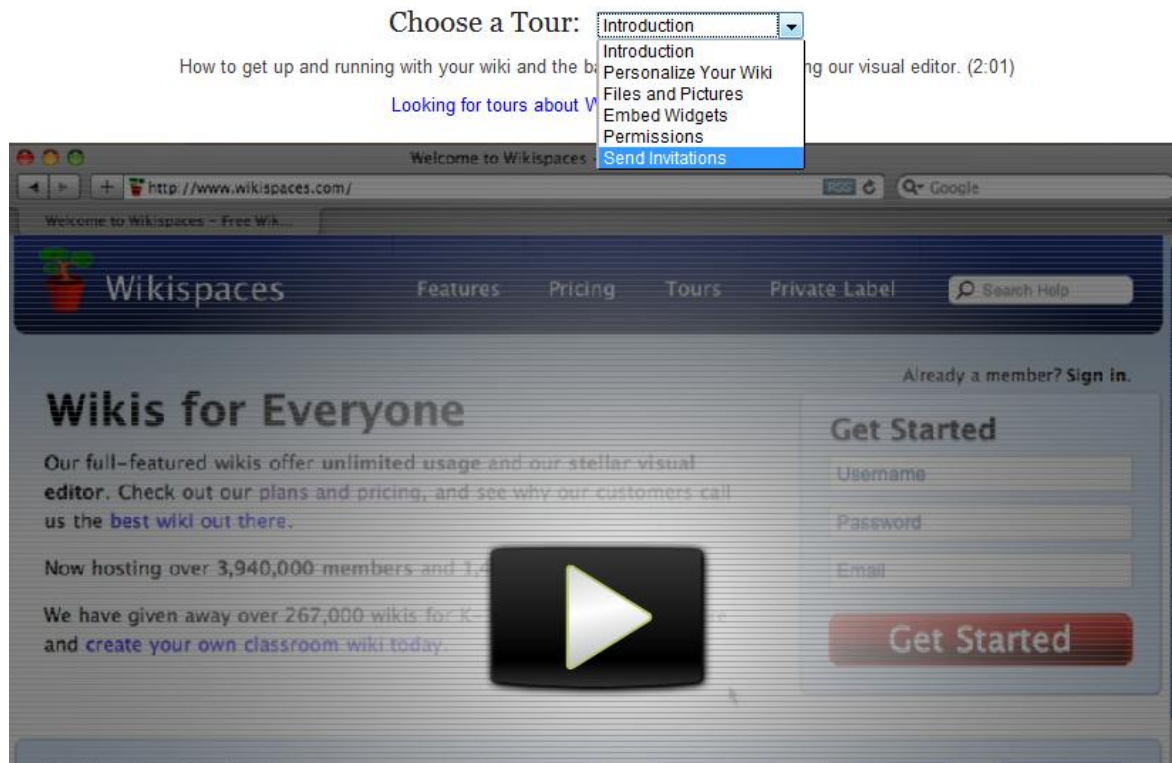
Optional: tags for this page, separated by commas

EDIT

Screenshots: <http://www.wikispaces.com>

# Video Tutorials

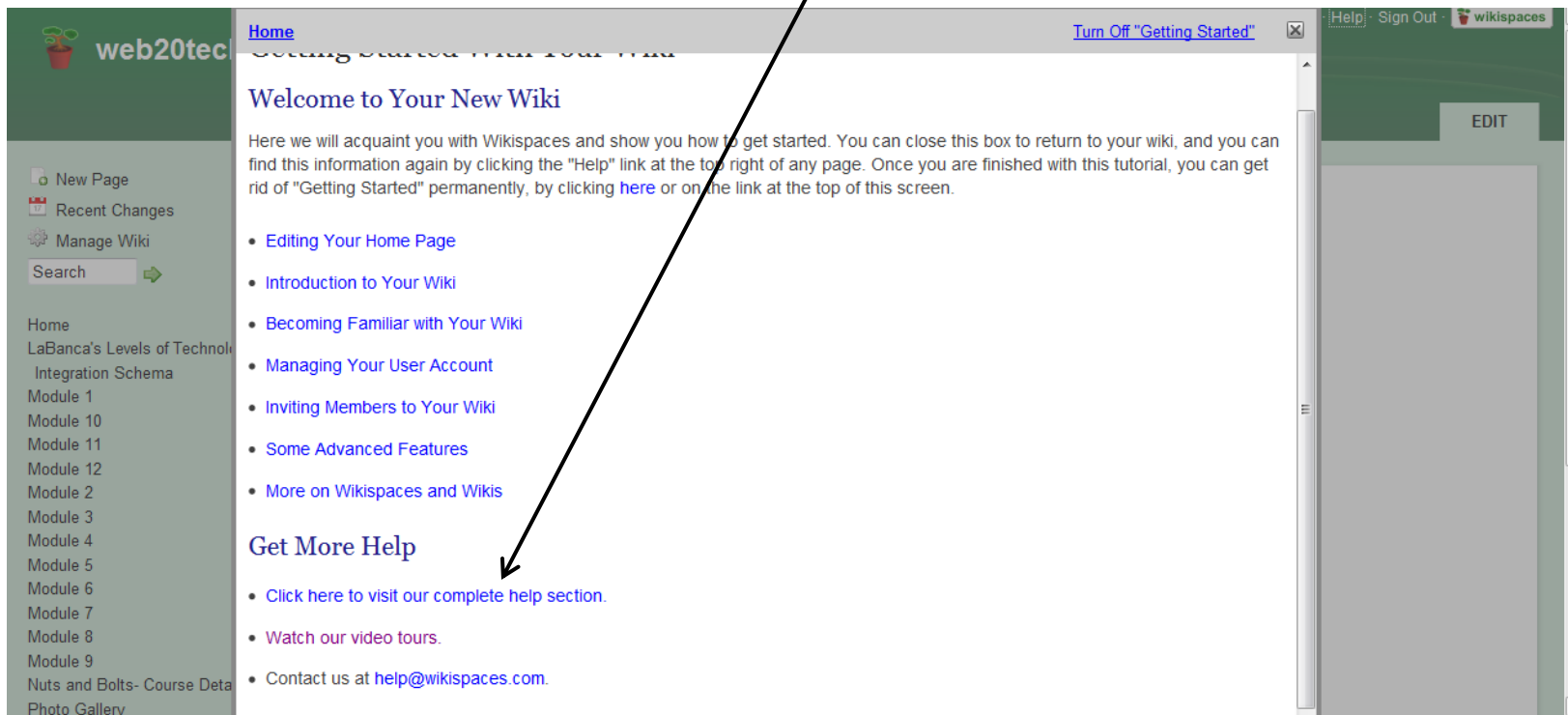
- <http://www.wikispaces.com/site/tour>
- The video tutorials are excellent.



Screenshots: <http://www.wikispaces.com>

# For more information:

- Click on Help in the upper right hand corner; the window below will appear. Go to: “Click here to visit our complete help section”.



Screenshots: <http://www.wikispaces.com>

Now that you know the basics,  
how will you use your wiki?

